

REOPENING PATERNITY CASES FOR DNA TESTING CHECKLIST - MILWAUKEE COUNTY

Fees: There may be fees for service. Service by the Milwaukee County Sheriff can be waived with an approved fee waiver.

1. Fill out pages 1 and 2 of Notice of Motion and Motion to Reopen for DNA Testing.
2. **Room G10-1 (Legal Resource Center)** – Make *4 copies (5 copies if you must use the sheriff, see below)* of the motion. Copies are \$0.20 per page.
3. **Room 609 (Chief Judge's Office)** – If requesting a fee waiver, fill out an Affidavit of Indigency and take it to **Room 609**. You **must** also bring with you a month's worth of pay stubs or proof of public benefits (this can be obtained in the Legal Resource Center, Room G10-1.) The clerk in 609 will make a decision to approve or deny your request.
4. **Judge's Courtroom – Room _____** – file the paperwork and get a court date. (This is not Room 707) You can find the judge assigned to your case by looking at your case file.
5. **Room 101** – Give a copy to Child Support Services.
 - a. If you do not have the other parent's address, you can ask Child Support Services to mail a copy for you and file an Affidavit of Mailing with the court. The cost is \$25 or free with fee waiver.
6. Mail a copy of the motion to the other party via **Certified Mail**. If there is a restraining order or injunction in place, service must be done via the sheriff (**Room 102 of Safety Building** – skywalk is on first floor) (\$60 flat fee for up to three attempts) – or by a mailing from Child.

YOU MUST BRING YOUR PROOF OF SERVICE WITH YOU TO THE HEARING OR YOUR CASE WILL NOT BE HEARD.



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